



THE **CENTER** FOR
TECHNOLOGY AND CIVIC LIFE

Government Services Training Associate

Salary: \$45,000 - \$50,000 per year

Benefits: Vision, dental, & medical insurance and cell phone reimbursement

Location: Chicago, IL, remote work possible, 10% travel to U.S. election offices and conferences

Type: Full-time

Start date: Winter 2019

Position description

When you think about elections, you might think about popular candidates, "I voted" stickers, and all sorts of paperwork and deadlines. But behind the scenes are thousands of election officials in state and local governments who are working hard to make sure ballots are counted and voices are heard.

To serve every community and make democracy work, these officials need 21st-century tools and training. You can help them get it!

As the CTCL Government Services Training Associate, you will develop and deliver training courses that advance the tech and communication skills of election officials. If you care about democracy, if you believe in the importance of public service, and if you love to exceed expectations, this is the job for you.





Responsibilities

- **Curriculum development** - Create course participant guides, slide presentations, and evaluations that address the professional development needs of election officials
- **Training** - Deliver training in a way that is engaging, informative, and advances the adoption of best practices, both synchronously and asynchronously
- **Research and evaluation** - Identify training needs of election officials through industry research, like reports and case studies, and assess effectiveness of courses through participant surveys and interviews before and after training

Qualifications

As the Government Services Training Associate, you will have an understanding of CTCL's mission and demonstrate a proven track record of success. If you're not familiar with elections or election administration, that's okay -- what's most important are your skills as a trainer. You will possess many but not necessarily all of the following skills and qualifications:

- You are an excellent in-person trainer. You can share ideas concisely and clearly at the front of the room. You can also facilitate exercises and group conversations.
- You have strong verbal and written communication skills. You can present complex concepts in a way that is easy to understand.
- You are fluent in Spanish or are otherwise bilingual.





THE **CENTER** FOR TECHNOLOGY AND CIVIC LIFE

- You develop training materials like course outlines, participant guides, and slide presentations that are thoroughly researched and clearly structured. You cite your work.
- You make learning enjoyable. When you teach, you engage people with interesting exercises and discussion questions that put concepts into practice. You integrate principles of instructional design into your work.
- You know that feedback loops can help you build the best materials. You create opportunities to get input from colleagues and clients.
- You are thoughtful with your time management and you pay attention to detail. This shows in the quality of work you produce.
- You are enthusiastic about making elections more secure and inclusive. You believe in democracy and care about voting.
- You are curious. You are committed to learning new things and developing new skills.

About CTCL

CTCL is a nonprofit that uses technology to improve the way government and communities interact. We do this by providing free and low-cost resources for election officials so they can update the ways they use technology to communicate with the public. We also do this by publishing free, open-source civic datasets that are used in some of the most powerful tools that drive civic participation.

To date, we've trained thousands of election officials on topics like social media outreach, election website best practices, and cybersecurity. And we have published civic datasets that answer the questions "What's on my ballot?" and "Who represents me?" which have been accessed over 200 million times.





THE **CENTER** FOR
TECHNOLOGY AND CIVIC LIFE

To Apply

Applications will be accepted and interviews will be conducted on a rolling basis.

Visit the job description online at <https://www.techandcivicliflife.org/news/job-training-associate> to access the short application form.

1. Complete a [short application form](#).
2. Email your resume to whitney@techandcivicliflife.org with the subject line "Training Associate".
3. If you meet our desired criteria, you will have the opportunity to complete a job simulation exercise to demonstrate your qualifications and also get a better idea of what the job will be like.
4. Based on your application and simulation, an interview and reference check will be conducted to determine if you are the best fit for the position.

The Center for Technology and Civic Life is proud to be an Equal Opportunity Employer. We encourage people of all races, colors, religions, national origins, sexual orientations, genders, sexes, ages, abilities, branches of military service, and political party affiliations to apply.

